

SRNS FAQ SHEET - TRAVEL COMPENSATION SCHEDULE

NUMBER	QUESTIONS	SRNS RESPONSE	RESPONSE SOURCE
1	The second bullet states “The new certification requires documentation confirming the cost incurred for a permanent residence....”. Does this indicate that SRNS will require monthly mortgage statements from all employees receiving Per Diem? What if an employee receiving Per Diem owns their permanent residence outright?	1). This has a requirement of the Travel Compensation Schedule since 2006, see Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010(Section II, B),(2) A current rental agreement which obligates the employee or spouse to pay rent for a "Permanent Residence"or (3) Evidence of property tax liability for a "Permanent Residence".... 2). If the employee receiving Per Diem owns their permanent residence outright, they should see the Travel Compensation Scheduled (Section II, B as noted above.	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010
2	The fourth bullet states “Effective immediately, valid and legible lodging receipt(s) must be transmitted with labor invoices.” What if an employee receiving Per Diem has leased a residence in the area?	The letter from Brian Kirkpatrick dated Sept 30, 2010 stated in bullet number 4 that lodging receipt(s) must be transmitted with labor invoices. SRNS has since determined that the subcontractors should bill separately from the labor invoices and then bill for the Per Diem portion to include copies of receipts for lodging.	Letter from Brian Kirkpatrick- Manager of Procurement Policy and Compliance dated Sept 30, 2010.
3	The sixth bullet indicates that the Per Diem amount is limited to the maximum rate of \$74 per day. Some of the employees working at SRNS are on a 4 day/10 hours per day schedule. Does this mean they will only be compensated for 4 days of Per Diem while others working 40 hours in 5 days will receive more?	As defined in the Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010(Section II, E.).	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.

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4	When SRNS modifies all current subcontracts, will SRNS entertain the possibility of modifying the individual's straight time pay rate?	No	SRNS Procurement Management and SRNS Legal
5	For those employees receiving per diem and fall under the SCA guidelines, will SRNS also modify the subcontract to increase the H&W fringe benefit component to the current rate of \$3.50 per hour (most subcontracts currently in place - the H&W rate is \$3.35 / hr)?	No	SRNS Procurement Management and SRNS Legal
6	Does the maximum of \$74 a day apply to 7 days a week if they stay in Aiken or just for the days worked i.e. 4 or 5 days a week?	See SRNS's response to Question Number 3	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.
7	Can you please tell me if SRNS has any unanswered questions or requests in regards to per diem certifications or persons that are in the "que" for review and determination of eligibility for per diem.	All per diem certificates must be resubmitted. At that time Procurement Policy will address any outstanding issues. Including those prior to October 1, 2010.	Procurement Policy Manager
8	For current sub-contracts that currently have per diem, will a change notice be issued so that the NTE cost amount can be adjusted?	Yes	Procurement Management
9	Does the individual need to submit a signed expense report with receipts?	This is not required.	Procurement Policy Manager
10	If \$74/day is only for days worked, if they work 4 hours in a day are they eligible for \$74 per day reimbursement?	See SRNS's response to Question Number 3	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.
11	Are all current staff augmentation contractors on this new Per Diem Policy effective 10/1/2010?	Yes, all SRNS current staff augmentation subcontractors.	Letter from Brian Kirkpatrick- Manager of Procurement Policy and Compliance dated Sept 30, 2010.

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12	In the state of SC, employers are required to comply with the SC Wage Payment Act. This requires a 7 day advanced written notification of reduction in wages.	This is not considered a change in wages but is a change in the re-imbursement policy for duplicate expenses.	SRNS Legal
13	One other issue of concern to me - the FTR speaks to obtaining the GSA rates for things like hotels, rental cars, etc. - however, we are NOT federal employees and have no means of obtaining these lower rates.	We can not reimburse for more than FTR.	SRNS Procurement Management and SRNS Legal
14	Does the SRNS letter signify that our contract must be modified this month to exclude the \$9.78/hr from our bill rate to SRNS?	Yes	Letter from Brian Kirkpatrick- Manager of Procurement Policy and Compliance dated Sept 30, 2010.
15	When will an Amendment be issued to the SRNS Contract for each Staff Aug employee currently approved to receive Per Diem?	Change Notices will be issued once eligibility is determined.	SRNS Procurement Management and SRNS Legal
16	Given the fact that a supplier must make an amendment to its contract with employees receiving Per Diem, is the Per Diem maximum amount of \$54 for lodging and \$20 for meals available to employees limited to days worked or payable up to seven (7) days a week?	See SRNS's response to Question Number 3	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.
17	Will an employee be paid Per Diem for holidays, partial days worked, or approved sick days?	See SRNS's response to Question Number 3	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.

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18	If an employee is eligible to receive Per Diem and the employee works a fully scheduled work week but elects to go home after the last scheduled work day of the week, is the employee eligible to receive Per Diem for that day even though no lodging expenses may be incurred for that day?	See Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010 (Section II, E (4))	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.
19	Will a supplier receive disposition, i.e. approval or disallowance, of Per Diem Certification in writing from SRNS?	As defined in Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010 (Section II, B & C) subcontractors are to review all documentation for compliance prior to requesting reimbursement of per diem. As such, once SRNS Procurement Policy Representatives and subcontractor representatives determine acceptability then a written notice of acceptance will be forwarded to the subcontractor provider representatives (with the buyer cc'd) by SRNS Procurement Policy.	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010 and SRNS Procurement Practices Guide 98-26, Rev. 1. 10/1/10.
20	I have concerns with the effective date being retroactive to October 1st, we have existing contracts/employee agreements with our employees on site, we cannot legally go retro-active on these employees, we can change these agreement from a date in the future, otherwise we are open for legal action.	All employees have been notified of this change. The paperwork will catch up once eligilblity is determined.	SRNS Procurement Management and SRNS Legal

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21	<p>The new basis document indicates that SRNS will cover one trip home per month. Is the amount allotted based on an upper limit airfare in coach or not to exceed the amount that would be equal to the cost of mileage to my home in Garner, NC?</p>	<p>AIRFARE - Receipt required. Allowable costs for air travel will be limited to the lowest available airfare. Such costs shall not be construed as authorization of first class airfare without the express approval of the SRNS Procurement Representative. Such approval shall be based on the requirements set forth in FAR 31.205-46. To the extent reasonable, the Subcontractor will make use of commercial discount airfares, Government contract airfares, and customary standard airfares. Airfare costs in excess of the above standard must be justified in writing and approved in advance of travel by a SRNS Procurement Representative. PERSONAL VEHICLES - The allowance for the use of personal automobile shall be reimbursed in accordance with the applicable Federal Travel Regulation Rates, Part 301-4. Such allowance shall be based on the mileage between the authorized points of travel as listed in Rand-McNally standard distance charts. A variation of ten percent, if reasonable under the circumstances, is allowable, except when a longer route is necessary by road or weather conditions.</p>	<p>Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.</p>
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22	Since my current per diem is an additional taxable income and since I have been at the site for more than a year, how can I be paid "per diem," since the definition in the GSA specifically states that after a year an individual is not entitled to per diem. I was under the understanding that the "taxable unearned income" that we receive is a supplemental income used to offset our incurred expenses and as such is not considered "PER DIEM."	Under the IRS Rules, after the first year.	SRNS Management and Legal
23	The hotel I have been staying in the past year, the Country Inn & Suites in Aiken, lists their government rate as \$81. I have searched and found other hotels further out that I can get for close to the government rate, but taxes add another 11%. Will taxes on rooms be reimbursed, or do I have to pay this out of pocket?	Hotels/motels are reimbursed at the maximum of \$54 per day - including taxes. Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010 Section III.A. (2b) page 2	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.
24	Since I am in my second year of contracting, my per diem 'stipend' is taxed as ordinary income. The new policy is strictly expense reimbursement. In this case, would it still be considered income, and therefore taxed? My experience has been that direct expense reimbursement is not taxed.	See SRNS's response to Question Number 24.	Procurement Policy Manager

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25	Rather than stay here in a hotel on the weekends, I drive home to Asheville. My per diem to this date has covered this expense. Will this still be the case? It looks like, at first glance, that if I stayed in town, I would get per diem, but if I drove home, the cost of the trip would be mine to cover, even though the cost of the mileage reimbursement would be less than the cost of the weekend per diem.	See SRNS's response to Question Number 3.	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.
26	If I stay with family is there allowance for that as I have been told DOE allows?	No	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.
27	For current sub-contracts will the monthly trip home be allowed beginning on October 1?	Yes	Letter from Brian Kirkpatrick- Manager of Procurement Policy and Compliance dated Sept 30, 2010.
28	If a monthly lease is reimbursed for full month and expense split weekly or once/month?	Reimbursement for a monthly lease/rental will be on a monthly basis.	SRNS Management
29	Is the allowance for meals and incidentals based on work days or days spent on site (which I refer to as being in Aiken)? In other words is it paid for weekends and I am here in Aiken?	See SRNS's response to Question Number 3.	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.
30	Does lodging refer to all costs associated with retaining a place to stay in Aiken? I am going to assume it means rent bill and utility bill since having a place to stay doesn't do me any good if I have no heat and electricity.	See SRNS's response to Question Number 9.	Savannah River Nuclear Solutions, LLC Travel Compensation Schedule - SRNS-MS-02008-00024 Rev.2 10/1/2010.

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31	How is this per diem going to be paid. Weekly, bi-weekly, or monthly? Will there be a breakdown of the per diem as it is calculated?	See SRNS's response to Question Number 2. Monthly	SRNS Management and Legal
32	There has been rumor that this is retroactive to October 1? It doesn't seem very kosher to apply this retroactive to hours/days I have already worked and didn't know about this.	October 1 2010	SRNS Management and Legal
33	In paragraph B.E.2 of Article II at the top of Page 2, has 'weekend' been defined? I work the 4 - 10 hour day "32" schedule; is Friday considered a weekend day?	See SRNS's response to Question Number 3.	SRNS Management and Legal

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